



Autism Waiver Transitioning Youth 2021 Guidance

Revised June 22, 2020

Background:

During the COVID-19 pandemic the Developmental Disabilities Administration (DDA) has published guidance related to the [Transitioning Youth Processes](#) that address recommended meetings and contact with the person currently enrolled in the Autism Waiver and their team to evaluate supports and services available. The responsibilities of a Maryland State Department of Education (MSDE) Autism Waiver (AW) Service Coordinator (SC) and the DDA Coordinator of Community Services (CCS) are to inform, assist, locate, and apply for services and supports for youth aging out of the AW.

The AW program was able to submit an emergent amendment to the waiver via a section called [Appendix K](#) which allows for flexibility in administering services during a state or national emergency. A provision of the [Autism Waiver Appendix K](#) includes the ability to continue those waiver services for DDA eligible Transitioning Youth (TY) through the duration of the state of emergency. This means AW participants who would otherwise be disenrolled from the AW on June 30th can remain in the AW even though they have concluded their entitled educational services.

To support AW TY and their families in making an *informed decision* as to whether to disenroll from the AW June 30th or to continue in the AW and transition at a later date, the following process shall be implemented.

Process and Requirements:

1. The MSDE and DDA will provide a list of eligible AW TY to each CCS agency and SC agency.
2. The assigned SC shall:
 - a. Review the AW Plan of Care and the current expressed services needs of the youth to identify opportunities to increase the current level of AW services and seek new additional AW services to support their needs over the next several months.
 - b. Contact the current AW providers to obtain current scope and level of services being provided and options for increase or new services:
 - i. Service(s): Intensive Individual Support Services (IISS), Therapeutic Integration (TI), Intensive Therapeutic Integration (ITI), Respite Care (RC), Residential Habilitation (RH), Adult Life Planning (ALP), Family Consultation (FC), and Environmental Accessibility Adaptations (EAA)

- ii. Type of support per service: (i.e. Remote Supports, Direct face-to-face, or both)
- iii. Level of support per service: (i.e. Number of hours and days pers week)
- iv. Transportation supports: (i.e. As part of the waiver service availability and time frame as applicable)
- v. Target Start date for new or service increase per service:

Note: ***AW participants with a July 1st DDA Waiver enrollment effective date are to be prioritized first.***

3. The assigned CCS shall:
 - a. Review the Person-Centered Plan (PCP) and notes related to the identification and/or selection of DDA service providers;
 - b. Contact the selected DDA provider(s) to obtain current scope and level of services offered for the TY including:
 - i. Service(s): (e.g. Supported Employment, Community Development, Day Hab, etc.)
 - ii. Type of support per service: (i.e. Remote Supports, Direct face-to-face, or both)
 - iii. Level of support per service: (i.e. Number of hours and days pers week)
 - iv. Transportation supports: (i.e. As part of the waiver service availability and time frame as applicable)
 - v. Target Start date per service:

Notes:

(1) AW participants with a July 1st DDA Waiver enrollment effective date are to be prioritized first.

(2) Service options offered prior to the pandemic may no longer be available at this time. The DDA providers may be supporting people via remote, virtual, and other direct support methods due to the COVID-19 pandemic affecting site based services. Hours, duration, and method of support may vary depending on the individual provider's capacity.

4. The SC and CCS shall share information with each other related to their findings and document on the chart included on page 7 of this guidance. This chart should also be included in the participants record.
5. The CCS and SC shall coordinate a time and date for a joint conference call with the TY and family. The conference call shall be conducted as soon as possible and prior to June 26, 2020. During the call they are to share:
 - a. All the service options available under each Waiver program in order for youth to consider when making decisions as to when to transition from the AW to the DDA waiver;

- b. Eligible TY have the options to:
 - i. Remain in the AW;
 - ii. Transition July 1st to the DDA Waiver after meeting eligibility criteria; and
 - iii. Identify a later date (e.g. September, etc.) to transition to the DDA Waiver after meeting eligibility criteria.

(New: June 22, 2020)
 - c. Participants that have not completed the DDA Waiver application process may choose to remain in the AW;
 - d. Remaining in the AW during this state of emergency will not jeopardize the opportunity to apply for the DDA TY services at a later time when services and supports will better meet their current needs; and
 - e. The CCS and SC will support and coordinate service options and provide information and assistance as needed.
6. If the TY's decision is to: **(Revised: June 22, 2020)**
- a. Remain in the Autism Waiver at this time and their DDA Waiver application has already been approved for a July 1st date, the decision must be communicated as soon as possible, but **no later than June 26, 2020**, so that the DDA can advise the Department's Eligibility Determination Division (EDD) to disenroll the person from the DDA Waiver so they can remain in the AW at this time.
 - i. The CCS and SC should track decisions and immediately report as provided below.
 - ii. The CCS and SC shall document in the case notes this decision including *LTSSMaryland* as applicable.
 - iii. The CCS and SC shall immediately inform the DDA and the MSDE by submitting a secure email directly to micheale.keenan@maryland.gov and omoyemen.alli@maryland.gov as follows:

Subject Line: AW Transition - (insert participant's LTSS ID #)
Message: "I spoke with (insert the participant's name or authorized representative) on (insert date) and (insert participant's name and LTSS ID#) has decided to delay their transition from the Autism Medicaid Waiver into a DDA Medicaid Waiver program at this time.
 - b. Change their current DDA Waiver enrollment date to a future date (e.g. July 1st date or other established date), the decision must be communicated as soon as possible, but **no later than June 26, 2020**, so that the DDA can advise the Department's Eligibility Determination Division (EDD) of the new date so they can remain in the AW at this time.
 - i. The CCS and SC should track decisions and immediately report as provided below.

- ii. The CCS and SC shall document in the case notes this decision including *LTSSMaryland* as applicable.
- iii. The CCS and SC shall immediately inform the DDA and the MSDE by submitting a secure email directly to micheale.keenan@maryland.gov and omoyemen.alli@maryland.gov as follows:

Subject Line: AW Transition - (insert participant's LTSS ID #)

Message: "I spoke with (insert the participant's name or authorized representative) on (insert date) and (insert participant's name and LTSS ID#) has decided to delay their transition from the Autism Medicaid Waiver into a DDA Medicaid Waiver program at this time. The new effective date is (insert date).

(New: June 22, 2020)

7. The DDA Federal Programs unit will take the following actions: **(Revised: June 22, 2020)**
 - a. **Scenario #1** - For participants with a July 1st DDA Waiver enrollment date that choose to remain in the AW with no future established transition date, immediately:
 - i. Complete a *LTSSMaryland* Authorization to Participate (ATP) for disenrollment with a July 1, 2020 effective date for the following technical reason will be submitted:
 - You have chosen to enroll in another Medicaid 1915(c) Home- and Community-Based Waiver.;
 - ii. Staff will note in the ATP "Specify: *" data field "The Individual has chosen to remain in the Autism Waiver.";
 - iii. Update the DDA TY tracking sheet to reflect this decision as follows:
 - (1) "(Insert staff initial) – (insert date) ATP DDA disenrollment completed on (insert date)."; and
 - (2) Update Waiver enrollment effective date.
 - iv. Forward the CCS/SC notification email as follows:
 - (1) Email to be forwarded to the appropriate staff within the Eligibility Determination Division (EDD);
 - (2) Copy of email to be sent to DDA's Regional Office Director and Deputy;
 - (3) Message to include:

"A Disenrollment ATP has been completed within *LTSSMaryland* to support the request noted below. Please complete the *LTSSMaryland* MMIS Transaction and ODF so this person remains in the Autism Waiver and does not enroll in the DDA Waiver at this time.

- b. Scenario #2 - For participants that choose to change their current DDA Waiver enrollment date, immediately: **(New: June 22, 2020)**
 - i. Complete a new or revised LTSS*Maryland* Authorization to Participate (ATP) for enrollment with the new effective date;
 - ii. Update the DDA TY tracking sheet to reflect this decision as follows:
 - (1) Enter comment in Note section as follows:
“(Insert staff initial) – (insert date) an ATP was completed on (insert date) with the new enrollment date of (insert new enrollment date).”; and
 - (2) Update Waiver enrollment effective date.
 - v. Forward the CCS/SC notification email as follows:
 - (1) Email to be sent to the appropriate staff within the Eligibility Determination Division (EDD);
 - (2) Copy of email to be sent to DDA’s Regional Office Director and Deputy;
 - (3) Message to include:
“An ATP has been completed within LTSS*Maryland* to support the request noted below. Please complete the LTSS*Maryland* MMIS Transaction and ODF to reflect this revised effective date.
- c. Scenario #3 - For participants with an ATP but no EDD LTSS*Maryland* Financial Eligibility Determinations and Redeterminations and Overall Decision Form (ODF) completed, follow the corresponding scenarios noted above. This action is needed as EDD may be in the process or recently completed these steps which have not carried over to LTSS*Maryland* yet. **(New: June 22, 2020)**
- d. Scenario #4 - For participants that are not DDA TY eligible: **(New: June 22, 2020)**
 - i. Reply all to the SC/CCS email with the following message: “This individual is not eligible for the DDA TY category. Therefore, a DDA Waiver application for the TY initiative has not been completed and the Autism Waiver Transitioning Youth 2021 Guidance and process does not apply to them.”; and
 - ii. Copy of the email to be sent to DDA’s Regional Office Director and Deputy.

Notes:

- (1) There are some AW participants that choose to exit the school system before they are eligible to apply for the DDA TY initiative and some that do not meet the DDA eligibility criteria. For these individuals, this guidance does not apply to them and therefore the SC/CCS should not send an email to the DDA Federal Programs Unit.
- (2) For AW participants (not eligible for the DDA TY initiative) that were (a) offered the opportunity to apply to the DDA *Family Supports Waiver*, (b) have a pending upcoming

enrollment effective, and (c) have chosen to now remain in the AW, then this process can be followed and processed similar to scenario #2 noted above.

2. The EDD case worker shall immediately take appropriate required actions based on the ATP.

Autism Waiver Transitioning Youth 2020 Service Options

Autism Waiver Service Delivery Options

Service:	Type of Support	Level of Support	Transportation Support (As part of the waiver service)	Target Start Date
Intensive Individual Support Services				
Therapeutic Integration				
Intensive Therapeutic Integration				
Respite Care				
Residential Habilitation				
Adult Life Planning				
Family Consultation				
Environmental Accessibility Adaptations				

DDA Service Delivery Options

Service:	Type of Support	Level of Support	Transportation Support (As part of the waiver service)	Target Start Date